

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, August 8, 2024	Location:	Meeting Room
Time:	4:30 PM	Meeting Type:	Regular meeting

Board Members:

- | | |
|--|---|
| <input type="checkbox"/> Cindy Freese | <input type="checkbox"/> Lisa Schupbach |
| <input type="checkbox"/> Sally Lennard | <input type="checkbox"/> Clay Edwards |
| <input type="checkbox"/> Ron Dellit | <input type="checkbox"/> Kristen Reichert |
| <input type="checkbox"/> Jerry Zeiner | <input type="checkbox"/> Lindsey Freese, Director |
| | <input type="checkbox"/> Merideth Mcdonald, Council Liaison |

STANDING AGENDA ITEMS

<i>Item</i>	<i>Motion/Second</i>	<i>Time</i>
1. Call to order		
2. Roll call		
3. Adoption of agenda		
4. Approval of minutes		
5. Friends Liaison Report		
6. Director's report - updates, usage, circulation, financial statements		
7. Approval of Bills		
8. Adjournment		

ACTION AND AGENDA ITEMS

<i>Agenda Items - Old Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Long Range Strategic Plan		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Weeding the Garden		
2. Review Personnel Policy		

NEXT MEETING: THURSDAY, SEPTEMBER 12, 2024 4:30PM

Kling Memorial Library Minutes

July 11, 2024

President Cindy Freese called the regular meeting of the board of trustees of the Kling Memorial Library to order at 4:30 p.m. Board members present besides Cindy Freese included Ron Dellit, Sally Lennard, Kristen Reichert, Lisa Schupbach and Jerry Zeiner and Director Lindsey Freese.

Dellit moved that the agenda be adopted for the meeting. Schupbach seconded the motion, motion carried. Schupbach then moved that the minutes from the June meeting be approved. Zeiner seconded that motion, motion carried.

The Friends of the Kling Memorial Library did not meet last month so Director Freese shared her report with the following highlights for the month:

- Summer reading came to an end on June 29th with a private showing of Inside Out 2 at the Center Theatre. The library hosted 30 programs over the course of the Summer Reading Program with an attendance of 1082 in total. There were 17 sponsors for the programs and library lunches. The most well-attended program was the Mississippi River Museum and Aquarium's Ocean Odyssey with 257 people in attendance. One of the Munchkin Monday sessions had the smallest attendance with only 3 in attendance. Though they were smaller programs, they did receive good feedback from families who attended on other weeks. Seventy three participants turned in their completed reading logs which was 32% of the total participants. Friends of the Library will purchase the books with those participants' names included as they are added to our collections and they will have the opportunity to be the first to check out the books.
- City council approved 5% increases to FY25 wages for library staff and other city departments which went into effect July 1st.
- Board President Cindy Freese and Secretary Sally Lennard reviewed the janitorial bids we received for contract janitorial services. One was received from Lindsay Marin and another from Amber Moreland. They made the decision to grant the contract to Lindsay Marin whose bid fell within budget allotment for the position. The contract began July 1, 2024 and ends on June 30, 2025.
- Sheryl Meyer has accepted the part-time position as the youth services assistant. She began training on July 8.
- The Direct State Aid funding report, due July 31st, was submitted on July 1st. We had a total of \$2015.29 to spend this past fiscal year. Freese was able to purchase the video conferencing equipment, bar stools for our cafe seating area, acrylic display sign holders, and a good portion of the Story Book Garden materials with this year's funding. The Open Access report is also available and due July 31st. That report includes reporting the number of items Kling Memorial Library has checked out to customers from each public library, contracting city or participating academic library.
- Paneless Window Cleaning was here to clean all the exterior windows on both the upper level and ground level. They also clean all of the upper windows inside the library.
- The heavy rain has shown the need for a downspout on the north side of the building. Freese shared a video she took showing the rain pouring over the existing gutters. She has informed Dan Bangasser and they plan to look it over.
- Circulations are down from last year but up from the previous month.

Gifts were acknowledged from the following: Anonymous donation, Kathy and Jerry Zeiner, St. Gabriel Holy Family Parish, Friends of KML, Patty Copeman, Carol Kruger, Carol Gordon, Donna Ramundt, Cindy Haefner, Ellie Yoder, Cheryl Kuehn and Gloria Kuester.

The financial statement was reviewed as well as discussion on the bills. The Waterloo Courier rates have climbed to over \$600 a year. Zeiner is going to contact them to see if that fee can be adjusted. The Dino Encounters program for Felix Grundy was an expensive program and the Friends will help with that expense. Dellit moved that the following bills be paid:

Expenses:			
Department #	Vendor	Amount	Description
001-410-6725	Access Systems	\$197.56	Copier Contract
001-410-6505	Baker & Taylor	\$386.90	Books
001-410-6507	Corbett, Kayla	\$25.00	Program
001-410-6505	Center Point LP	\$190.56	Large Print Books
001-410-6220	The Courier	\$624.00	Subscription Renewal
001-410-6250	DEMCO	\$339.28	Supplies
001-410-6507	DEMCO	\$310.16	Supplies
001-410-6220	GNB Bank	\$15.95	Subscription Renewal
001-410-6502	GNB Bank	\$47.56	DVDs
001-410-6505	GNB Bank	\$264.77	Books
001-410-6507	GNB Bank	\$35.01	Supplies
001-410-6373	GC Comm. Utility	\$58.40	Telephone
001-410-6371	GC Muni Utility	\$309.83	Library Lighting
001-410-6372	GC Muni Utility	\$210.52	Library Heating
001-410-6230	GCLA	\$30.00	Annual Dues
001-410-6507	ISU Extension	\$300.00	Programs
001-410-6507	Kling Memorial Library	\$15.80	Supplies
001-410-6508	Kling Memorial Library	\$5.08	Postage
001-410-6516	Kling Memorial Library	\$78.80	Passport Postage
001-410-6012	Marin, Lindsay	\$800.00	Janitorial Wages
001-410-6505	Overdrive, Inc	\$971.04	FY25 Content Fee
001-410-6726	Premier	\$48.98	Copier Contract
001-410-6725	T & T Computers	\$220.00	Service Call
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats
	SUB-TOTAL	\$5,553.18	
Gifts:			
Department	Source		Description
181-410-6505	Baker & Taylor	\$111.63	Gift Books
181-410-6520	Center Theatre	\$350.00	SRP Finale Movie
181-410-6520	Corbett, Kayla	\$25.00	SRP Programs
181-410-6520	Feller Express	\$455.00	Dino Encounters - Felix
181-410-6502	GNB Bank	\$80.63	Gift DVDs
181-410-6505	GNB Bank	\$119.01	Gift Books
181-410-6507	GNB Bank	\$90.72	NOTO Supplies
181-410-6520	GNB Bank	\$235.50	SRP Supplies
181-410-6502	Midwest Tape	\$441.24	Hoopla Circs
	SUB-TOTAL	\$1,908.73	
	GRAND TOTAL	\$7,461.91	

Reichert seconded the motion, motion carried.

Freese had nothing to add this month for the Strategic Plan.

The annual review of the library director was conducted and the results are not surprising as Director Freese received an outstanding review and much appreciation for her hard work and dedication to the library was extended to her.

The Trustees By-Laws were reviewed. Zeiner moved that the by-laws be approved. Schupbach seconded that motion, motion carried.

The Computer and Internet Access Usage Policy was reviewed. Dellit moved that that policy be approved. Reichert seconded the motion, motion carried.

With no other business at hand, Zeiner moved that the meeting be adjourned. Schupbach seconded the motion, motion carried. The next meeting will be August 8, 2024 at 4:30 p.m.

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

August 8, 2024

The Library hosted the FellerExpress Dinosaur Experience on Saturday, July 13th during Felix Grundy Festival. They were a fantastic company to work with. Everything went very smoothly. We had 420 people come through to see each of the dinosaurs and baby dino puppets. We heard great comments the day of and received really great feedback from families who attended.

The Kling Memorial Library, along with the Wellsburg Public Library and Beaman Community Memorial Library brought activities to the Grundy County Fair on Thursday, July 18th. It was part of the Fair's family day. The kids could make bubble wands out of pipe cleaners, bubble snakes from recycled pop bottles, a water relay with spoons and buckets, and our library provided a life-sized game of Battleship with water sponge balls. We had roughly 30 kids in attendance.

GCLA met the following Thursday on July 25th in Wellsburg. We are once again inviting residents across the county to visit all six of our county libraries with the passport program. Each location will also award one of their residents with a pack of gift cards from businesses throughout the county.

On July 31st I had Lon from Lon's Plumbing here to fix a toilet in the women's restroom. The tank was not filling with water due to the flapper needing to be replaced. He replaced all the tank parts and it has been working since. We also had more drywall damage in the meeting room from water coming in over the doorway. I have scheduled the carpet to be cleaned throughout the building on Friday, August 30th. The library will then be closed over all of Labor Day weekend so that the carpet can dry out.

The Back to School Bash is being held today, August 8th. Grundy Center Chamber Main Street has designated food and hygiene donations to come to Kling Memorial Library to stock our Need One, Take One shelf.

The State Library's learning management system for continuing education courses and the Endorsement program, is transitioning to a new platform later this month. They will be switching service from IA Learns to Workday Learning. This change comes from the State of Iowa not renewing the contract with Learnsoft (the system behind IA Learns). They recommended State agencies switch to the new platform through Workday.

As part of this year's Boardroom Series through the State Library, there is a webinar training available August 22nd to introduce the new Public Library Compensation Toolkit. This toolkit is a resource to understand the value library employees provide to the community and establish a basis for determining the fair market value of staff positions.

**KLING MEMORIAL LIBRARY
MONTHLY REPORT
MONTH OF JULY2024**

Circulation:

Total circs for the month: 2339 (print) 284 (Bridges) 279 (Hoopla) = 2,902

Year ago: 2368 (print) 273 (Bridges) 306 (hoopla) = 2,947

Gain (+) or Loss (-) from last month: +99

Gain (+) or Loss (-) from last year: -45

Largest Daily Circulation: 152 Smallest Daily Circulation: 16

New Borrowers: 16 City: 10 County or Other: 6 Renewals: 44

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 0 Periodicals: 51 Games/Toys: 261 Coloring Sheets: 75 Make & Take Kits: 20

Special Program: 74 WiFi: 413 Reference/Tech Assistance: 161 Computers: 203

Passport Assistance: 77 Teen Space Use: 72 Maker Space Use: 0 STEM Users: 82

Patrons Thru the Door: 2338 (94 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	0	Attendance:	0
Number of Programs for Children 6-11:	1	Attendance:	30
Number of Programs for Teens 12-18:	3	Attendance:	37
Number of Programs for Adults 19+:	6	Attendance:	62
Number of General Interest Sessions:	1	Attendance:	420
TOTAL Programs	11	Total Attend:	549
Number of Meetings:	10	Attendance:	69

FINANCIAL REPORT: JULY Deposit

Fax: **\$20.50**

Copy Machine: **\$103.70**

Passports: **\$1,135.00**

Gifts & Memorials: **\$1,735.31**

Total: \$2,994.51